



## Criminal Intelligence

### .01 Policy

It is the policy of the Bladensburg Police Department to lawfully monitor the activities of persons or organizations involved in organized criminal activity.

### .02 Terms

**Criminal intelligence:** The end product of a process that converts individual items of information either into evidence or, more often, into insights, conclusions, or assessments, perhaps less solid than fact but always more helpful than raw information, that can form the basis for the development of law enforcement strategies, priorities, policies, or investigative tactics regarding a specific crime, suspect, criminal organization, etc.

**Criminal intelligence information:** Information with respect to an identifiable person or group of persons collected by a criminal intelligence agency in an effort to anticipate, prevent, or monitor possible criminal activity.

**Criminal intelligence process:** Includes the systematic collection of raw information which, after collation, evaluation, and analysis, is disseminated to appropriate units of the Department.

**Criminal investigative information:** Information with respect to identifiable person or persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission, include, but not limited to, information derived from laboratory tests, reports of investigators or informants, or any type of surveillance.

**Terrorism:** Includes activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of federal or state criminal laws; is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping.

### .03 Governing Legislation and Reference

Governing Legislation: N/A

Forms: N/A

### .04 Procedure

#### A. Criminal Intelligence Function

The criminal intelligence function consists of a process by which raw information is collected, collated, evaluated, analyzed, and disseminated. The function also includes the security and safe storage of criminal intelligence information or criminal investigative information.

All department members are responsible for collecting raw information related to criminal activity and forwarding this information to the Criminal Investigations Unit.

All members are also responsible for not disseminating confidential criminal intelligence information or confidential criminal investigative information to individuals or criminal justice agencies except on a need-to-know basis or otherwise determined to be a public record.

#### B. Security of Files and Records

Because of the highly sensitive nature of criminal intelligence information contained within intelligence files, all criminal intelligence files and records will be safeguarded and maintained in a secured manner within the criminal investigations office. The retention of all criminal intelligence files will be in strict accordance with the State of Maryland Records Retention Schedule.

The criminal intelligence detective is responsible for ensuring that any material requiring storage in a file cabinet or computer is properly locked and/or secured prior to leaving work for the day. The office shall be secured when unattended.

The Criminal Investigation Office will be a on separate key system. The only members with keys will be the Criminal Investigation Detective, the Supervisor of CID and the Commanding Officer of Support Services.

## Criminal Intelligence

### C. Collection of Data

The types or quality of information that may be included in the criminal intelligence system is strictly limited. Before any information can be placed into a permanent intelligence file and become part of the criminal intelligence system, the information must meet all of the following:

- Must contain criminal predicate;
- Have relevance to the suspected criminal activity;
- The source of the information is identifiable, and the reliability of the source has been evaluated;
- The information has been evaluated for accuracy and validity;
- The information is valid as of its review date and is useful to the current needs and objectives of the department;
- The information was collected properly and obtained in accordance with all applicable federal, state, and local laws and ordinances;
- The information is free of references to political, religious, or social views not directly related to suspected criminal activity; and,
- The information is free of references to associations or activities of any individual, group, association, business, corporation, or partnership not directly related to suspected criminal activity.

Data collected from a variety of sources, including police reports, Field Interview Reports, BOLO sheets, and Booking sheets.

Reliable informants may be used only to provide information relevant to current investigations or future criminal activity. Information received from these informants is processed for its validity and filed. To ensure the anonymity of confidential informants, code names and a numbering system will be used to protect their confidentiality.

Intelligence meetings are to be used to retrieve and disseminate information to other law enforcement agencies in regards to on-going criminal enterprises. Criminal activity bulletins received from other states, in addition to Maryland, provide information about suspects and crimes occurring in other jurisdictions.

### D. Legal and Privacy Requirements

Information is to be collected and retained only when there is reasonable suspicion that a subject is engaged in criminal activity and the information is relevant to that criminal activity. No information will be collected or directed to be collected by illegal means or methods.

All intelligence investigations are to be in written form, reported in a clear, concise, and objective manner. Written reports of an intelligence nature are to be forwarded to the CID Supervisor for review to ensure the information contained therein is limited to criminal conduct and relates to activities that present a threat to the community.

No intelligence investigations may be initiated without prior supervisory approval.

Unless information is necessary and relevant to the investigation of criminal wrongdoing, information may not be collected on any individual or organization based on any of the following; ethnic background or race, religious or political affiliation, support of unpopular causes, or personal habits or lifestyles.

### E. Evaluating Information

Information that is collected must be evaluated to ensure it is limited to criminal conduct and is in accordance with prescribed criminal predicate guidelines.

The Criminal Investigator is responsible for the analysis of the data to ensure its relevancy to criminal activity. Criteria or factors to be considered include frequency of the crime to show how often and where; geographic factors on where the crime is occurring; victim, suspect, suspect vehicles, and target descriptors should be examined and compared to criminal activity.

Information determined not to be related to criminal activity shall be purged in compliance with Maryland public record laws.

### F. Dissemination of Data

When the analysis of the data is completed, the findings are to be sent for review and approval by the unit supervisor. Once approved, the information is sent to the appropriate operational unit or division depending upon the type of data.

Criminal intelligence information is provided to the Criminal Investigations Detective and to personnel of other law enforcement agencies

## Criminal Intelligence

only on a right-to-know authority and need-to-know basis. Information may be disseminated to other agencies at intelligence meetings if the information involves suspects or investigations that outside agencies could assist with.

The Criminal Intelligence bulletins will be generated and stored in a password only protected secured folder on the town network. Each bulletin will be numbered and will be required to be entered onto the electronic log.

### G. Purging Information

Criminal intelligence information will only be retained if it meets legal requirements for such retention. Information that is out-of-date or incorrect will be purged in accordance with the State of Maryland Records Retention Schedule.

Information is to be purged when it meets any of the following:

- No longer useful;
- No longer relevant;
- Invalid;
- Inaccurate;
- Outdated;
- Unverifiable; or,
- Inconsistent with the goals and objectives of the department.

### H. Homeland Security and Terrorist Threats

Any intelligence or information that may be terrorism-related is sent to the Criminal Investigation Detective for review. Upon review and approval by the CID supervisor, information confirmed to be terrorism-related shall be submitted to MCAC.

The Criminal Investigation detective will provide terrorism awareness information to the public upon request and through established informational events.

### I. Specialized Equipment

Sworn members shall receive training in the proper and lawful use of specialized equipment, which includes, but is not limited to audio and visual monitoring equipment, night vision equipment, Dialed Number Recorders (pen registers), photography equipment, and surveillance equipment.

### J. Annual Review

Annually, the CID Supervisor will conduct a review of procedures and processes for the collection, processing and sharing of criminal intelligence relating to criminal and homeland security activities.

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HISTORY: Adopted January 1, 2014

This General Order supersedes all other orders and memoranda in conflict therewith.

Authority:



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Chief of Police